

TASK BOOK FOR THE POSITION OF

**AIRCRAFT DISPATCHER
DRAFT**

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME,DUTY STATION, AND PHONE NUMBER TASK BOOK INITIATED BY:
OFFICAL'S NAME,TITLE,DUTY STATION,AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

*The material contained in this book accurately defines the performance expected of the position for which it was developed.
This book is approved for use as a position qualification document in accordance with the instructions contained herein.*

POSITION TASK BOOK

The aircraft dispatcher Position Task Books (PTB) have been developed for individuals within the Pacific Northwest geographic area. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and conformation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

RESPONSIBILITIES:

1. The **local office** is responsible for:

- Selecting trainees based on the needs of the local office and the geographic area.
- Issuing PTBs to document task performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Providing an evaluator for local assignments.
- Tracking progress of the trainee.
- Confirming PTB completion.
- Determining certification per local policy.
- Issuing proof of certification.

2. The **individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks within three years.
- Assuring the Evaluation Record is complete.
- Notifying local office personnel when PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.
- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

4. The **Training specialist** is responsible for:

- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of trainee's performance.
- Providing PTBs to approved trainees on the incident when local agency was unable to provide them.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a close-out interview with trainee and evaluator and assuring that documentation is proper and complete.

QUALIFICATION RECORD

POSITION: AIRCRAFT DISPATCHER

TASK	C O D E	EVALUATION RECORD #	EVALUATOR Initial & date upon completion of task
<u>GENERAL</u> 1. <u>Applies aviation management policies and practices.</u> <ul style="list-style-type: none"> Ensures that agency and interagency aviation policies related to aircraft dispatching are followed. Manages aircraft in a safe and efficient manner. Effectively coordinates the movement of aircraft. Provides flight and aircraft information to aviation users. 	O		
<u>MOBILIZATION</u> 2. <u>Obtain complete Information from dispatch upon initial request.</u> <ul style="list-style-type: none"> Incident order Number Request Number Incident Name Reporting Location and Time Phone Contacts Transportation arrangements 	O		

*Code: O = task can be completed in any situation (classroom,simulation,prescribed fire, daily job etc.)

I = task must be performed on a incident (flood,fire,search & rescue,etc)

W = task must be performed on a wildfire incident.

/R = Rare event-the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD
Continuation Sheet

POSITION: AIRCRAFT DISPATCHER

TASK	C O D E	EVALUATION RECORD #	EVALUATOR Initial & date upon completion of task
<p><u>ASSIGNMENT ACTIVITIES</u></p> <p>3. <u>Upon arrival,check in,seek out supervisor,or agency dispatcher for initial briefing.Gather all available information necessary to accurately assess situation, make appropriate decisions about immediate needs and actions including.</u></p> <ul style="list-style-type: none"> • Incident characteristics (single,multiple,type,etc.) • Status of current flights,orders and committed resources. • Agencies flight approval process for SES,Non Federal and Official passengers. • Current situation status • Expected duration • Weather(current and Expected) • Expectation of management. • Delegated authorities • Local protocols,existing organization structures,expanded dispatch. • Emergency procedures • Other significant action occurring nationally or within area. • Critical resources • Housing and transportation opportunities for dispatchers. • Existing shift schedules. 	I		

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TASK	C O D E	EVALUATION RECORD #	EVALUATOR Initial & date upon completion of task
<p>4. <u>Utilizes working knowledge of aircraft types and capabilities.</u></p> <ul style="list-style-type: none"> Determines appropriate aircraft for mission based on flight request. Recognizes environmental and man made factors which influence an aircraft selection. 	O		
<p>5. <u>Assemble, and use agency and interagency reference guides and manuals pertinent to mobilization of aircraft. Including but not limited to:</u></p> <ul style="list-style-type: none"> USFS 5700, BLM 9400, DOI DM 350-354, local state agency's aviation plans. Agency transport of hazardous material handbook OMB Circulars A-123 & A-126 Aircraft identification guides Interagency Airspace Coordination Guide Military AP/1B Military Operation Guide (Aircraft Section) Interagency Radio frequencies Guide Air Tanker/Helicopter Guide Mob Guides (Local, Area, National) Federal Aviation Regulations Airport Facilities Guide Sunrise/Sunset table Maps (sectional, topographic, hazard) Presseler Law unit/ Area/ national aviation plan 	O		

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6. <u>Coordinate and interact with Aviation personnel.</u> <ul style="list-style-type: none"> • Pilots • Agency Aviation Officer/Manager • Unit Aviation Officer • Aviation Safety Officer • Technical Specialists • Aircraft Coordinator • Airspace Coordinator 	O		
7. <u>Utilizes and directs use of aircraft forms</u> <ul style="list-style-type: none"> • Flight Request/Schedule • Resource Order • Agency cost analysis form(DOI-OAS 110,USFS-5700-10/11) • Non Federal Passenger Release Form (DOI-OAS 115,USFS-5700-12) • Senior Federal Travel form GSA 3641 • Passenger & Cargo manifest • Infrared scanner forms • Temporary Flight Restriction (TFR) • Flight hour/Duty day cumulative log • Safecom • IA Smokejumper Request(R-1FS5700-3a) 	I		

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<p>8. <u>Determine appropriate aircraft for a specific flight.</u></p> <ul style="list-style-type: none"> • Mission(special use) • Point to Point • Passenger carrying capacity • Weather conditions (IFR vs VFR) • Day or Night (IFR vs VFR) • Terrain along flight route • Runway/airport capabilities • Aircraft speed and fuel consumption rate • Flight and Stand by Rate • High wing vs low wing • De-Icing capabilities. • Availability • cost effectiveness 	O		
<p>9. <u>Receives flight request information consisting of but not limited to:</u></p> <ul style="list-style-type: none"> • Date & time of flight • Departure and arrival location. • Number/names/weights/hourly wages of passengers • Type of flight • Type of Passengers(SER,Official,Non-Federal) • Purpose of the trip • Charge Code. 	O		

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<p>10. <u>Process a flight request/s into a flight schedule.</u></p> <ul style="list-style-type: none"> Gathers and coordinates multiple flight requests into a single flight schedule. Contacts vendor or agency aviation branch to determine aircraft availability. Performs cost analysis/comparison within agency guidelines. Procures aircraft services by way of local CWN contracts,OAS Source List, or through established resource order procedures and channels. Obtains flight and passenger approvals in accordance to specific agency guidelines. Briefs vendor/pilot of flight requirements. Verifies aircraft and pilot are agency approved prior to the flight. 	○		
<p>11. <u>Utilizes and directs use of flight following systems.</u></p> <ul style="list-style-type: none"> Ensures all aircraft are being flight followed. Send flight itinerary to destinations or GACC as appropriate Monitors flight plans Notifies incident/dispatch centers of aircraft ETAs/ETDs Determines require check in times. Notifies sending units when resources arrive at incident. Confirms aircraft safely on the ground at final destination. Briefs vendor/pilot of flight following requirements. 	○		

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<p>12. <u>Ensures that aviation safety policies and practices are applied to all flights.</u></p> <ul style="list-style-type: none"> _____ • Refers to agency manuals, guidelines, and bulletins on safety questions. _____ • Briefs chief of party are their flight management responsibilities. • Verifies pilot/aircraft are agency approved prior to flight. • Initiates SAFECOM for any flight irregularities. • Ensures passengers and pilot meet agency policy for use of PPE for mission flights. • Utilizes local aviation plans for specific flights. 	O		
<p>13. <u>Ensure crash, search, and rescue guide is current and readily available to office personnel.</u></p> <ul style="list-style-type: none"> _____ • Utilizes guide in event of an overdue or crashed aircraft. _____ • Briefs personnel on the use of guide. • Updates guide on periodically. 	O		
<p>14. <u>Identifies flight hazards from Hazard map or computer Program.</u></p> <ul style="list-style-type: none"> • Military training Routes (MTR) • Military Operating Areas (MOA) • Wires & transmission lines • Towers & bridges • Environmental concerns • Local Activities 	O		

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15. <u>Deconflicts and coordinates Airspace.</u> <ul style="list-style-type: none"> • Completes TFR form. • Places TFR order with local ATRCC. • Notifies Airspace Coordinator. • Coordinates with Military on the use of airspace in MOA and affected MTR's. • Immediately notifies FAA, Regional Airspace Coordinator, and Military of TFR intrusions. 	O		
16. <u>Mobilizes tactical air resources to incident/s.</u> <ul style="list-style-type: none"> • Familiar with tactical aircraft types and capabilities. • Plots incidents location on dispatch map or inputs information into computer. • Uses established ordering procedures and channels for tactical aircraft. • Initiates response of tactical aircraft to incident. • Relays incident information to responding aircraft. • Establishes radio frequencies for incident/s(air to air/air to ground) • Identifies reload bases for responding resources. • Initiates unit's detection plan. • Coordinates incidents' Infrared flight requests. 	I		

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<p>17. <u>Gather information needed for specific agency and interagency reporting requirements.</u></p> <ul style="list-style-type: none"> Provides daily data on number of gallons of retardant dropped and aircraft cost to Incident or GACC for ICS 209 reporting purposes. Determines tactical aircraft availability. Keeps track of duty day and flight hour limitation on all aircraft. Informs neighbors and GACC of tactical resource availability. 	I		
<p>18. <u>Operates telecommunication equipment and aviation software successfully.</u></p> <ul style="list-style-type: none"> Operates transmitters & repeaters to provide communication to aircraft and incident. Receives/relays information correctly using clear text and terminology. Manipulates data and send messages using computer terminal.(comm it message) Uses agency software for flight planning. 	O		

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19. <u>Completes and closes out all appropriate aircraft forms.</u> <ul style="list-style-type: none"> • Flight Plan/Flight request • Cost Analysis • Senior Travel Form • Flight Invoice • Resource Order • Safecom • Agency specific logs • TFR 	O		
20. <u>Knowledge of specific types of aircraft orders.</u> <ul style="list-style-type: none"> • Infrared • Portable FAA towers • Radio frequencies • TFR • CWN Helicopters with support personnel • Military support helicopters • MAFF units 	O		
<u>Demobilization and Check out.</u> 21. • Briefs supervisor on current status of tactical aircraft. . • Briefs supervisor on flights. • Insures that agency and incident demobe procedures are followed. • Briefs other aircraft dispatchers on flights.	I		

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INSTRUCTION for EVALUATION RECORD

There as four separate blocks allowing evaluations to be made. These evaluations may be made on incidents,by simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is

adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

Evaluator's name, incident/office title & agency: List the name of the evaluator, his/her incident position (on incidents) of office title, and agency.

Evaluator's home unit address & phone: self explanatory.

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the qualification Record in order to indicate the circumstances under which a particular task was performed.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Type: Enter type of incident, e.g.; wildfire, search and rescue, flood etc.

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainees's task book.

Duration: Enter inclusive dates during which the individual was evaluated. This block may indicate a span of time covering several small and similar incidents if the individual has been evaluated on the basis, i.e. several initial attack fires in similar fuel types.

Mgt Level: Indicate ICS organization level, i.e. Type 4, Type 3, Type 2, Type 1 or Area Command.

NFFL Fuel Model: For wildfire experience, enter number (1-13) of the fuel model in which the incident occurred and under which the individual was evaluated.

- | | |
|---------------------------------|---------------------------------|
| 1. Short Grass (1 foot) | 8. Closed Timber Litter. |
| 2. Timber (grass & under story) | 9. Hardwood Litter |
| 3. Tall Grass | 10. Timber (litter under story) |
| 4. Chaparral (6 feet) | 11. Light Logging Slash |
| 5. Brush (2 feet) | 12. Medium Logging Slash |
| 6. Dormant Brush-Hardwood Slash | 13. Heavy Logging Slash |
| 7. Southern Rough | |

Recommendation: Check as appropriate and /or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for

comparison with initials in the Qualification Record.

Evaluator's relent red card rating: List your certification relevant to the trainee position you supervised.